



Santa Clara
UNIVERSITY

NEW HIRE ONBOARDING

WORKDAY USER GUIDE FOR NEW HIRES

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WORKDAY ONBOARDING CHECKLIST

Welcome to Santa Clara University. You will soon receive an email invite from Workday to the email address you provided upon your initial hiring process. The invite will provide you with information on your login credentials and instructions on how to log in to Workday to complete your new hire paperwork online.

The onboarding checklist below will assist you through the onboarding tasks found in your Workday inbox. Please reference the rest of the Workday Onboarding guide to assist you in navigating through your new hire paperwork online. The hyperlinks included below will take you to the appropriate online user guides or web pages and provide instructions for the various tasks. If you have any questions, you may contact HR at (408)-554-4392.

- Access your Workday self-service web portal:** Follow the instructions in the email sent to you by Workday.
- Personal Information:** Confirm and enter Personal Information and Contact Change. Confirm that your mobile phone number and personal email address are current. This information is used by SCU's Bronco Alert system to send emergency notifications, so it's important to keep it up to date. Your legal name should match exactly what is on your Social Security card.
- Home Contact:** The address provided must match the state as your work address.
- Change Emergency Contacts:** Complete as appropriate.
- Veteran Status Identification:** Complete as appropriate.
- Disability Self-Identification:** Complete as appropriate.
- Review New Hire Documents:**
 - CA Workers' Compensation Benefit (English)
 - CA Workers' Compensation Benefit (Spanish)
 - Campus Security Authority Notice
 - Family Care & Medical Leave Fact Sheet
 - Disability Insurance Provisions
 - Health Insurance Marketplace Coverage Options
 - Flow Charts for the 311 Policy
 - Lactation Policy
 - Paid Family Leave Benefit Notice
 - Policy 311
 - Sexual Harassment Pamphlet
 - Worker's Compensation Employee Notice
- Sexual Harassment:** Acknowledge the message in Workday.
- Edit Government ID:** Enter your SSN in the Edit Government ID section.
- Complete Form I-9:** Sections one and two of the I-9 Form must be completed online no later than the third day of employment. We encourage you to complete the form prior to your start date to avoid delays in your hiring. * I-9 Identification Section Two: You will be required to provide [work authorization documents](#) to HR to be approved to start work.
- Complete Federal Withholding Elections (W-4):** Complete in Workday.
- Complete State & Local Withholding Elections:** Complete in Workday.
- Payment Elections Enrollment (Direct Deposit & Check):** Select your preferred payment method.
- Payment Elections Enrollment (Direct Deposit & Check):** Select your preferred payment method.
- Review New Hire Documents:**
 - Review and eSign SCU 2810.5 (Hourly Employees)
 - Review and eSign Staff Policy
 - Access Card Credential Agreement
 - Malley Agreement
- New Hire Benefit Event:** Complete as appropriate.



FORM I-9 INSTRUCTIONS

WORKDAY

Complete your Workday Onboarding. There are multiple steps and you will need to log in periodically as tasks assigned to you will be delivered to your inbox as other tasks are completed by Human Resources and Payroll.

Electronic Form I-9: This form will appear in your Workday in-box once you have updated your personal information in Workday. Complete Section 1 as instructed.

Form I-9 Documents: You will receive a Notification task in Workday instructing you to go to the HR office to present acceptable documents.

I-9 ACCEPTABLE DOCUMENT(S)

Review the list of I-9 Acceptable Documents on the [U.S Citizenship and Immigration Services website](#).

PHYSICAL INSPECTION OF DOCUMENTS

The Department of Homeland Security requires that all employers review documents within **three business days** of that date. You will be required to visit Human Resources and present your original documents within those three business days. Human Resources will contact you and give additional instructions at that time.

Department of Human Resources Location and Hours of Operations



425 El Camino Real
Santa Clara, California 95053

Hours: M-F, 8:00 a.m. - 5:00 p.m.

(408) 554-4392 | (408) 551-1946 (fax) | hrrservicedesk@scu.edu



Parking & Transportation Services

Newly hired faculty and staff are required to display an SCU-issued parking permit at all times when parked on SCU property.

Newly hired faculty and staff have the option to purchase an SCU-issued parking permit to park in SCU surface parking lots and parking garages. Parking & Transportation Services also offers newly hired faculty and staff a complimentary 5-day parking permit for their first week on campus. The 5-day parking permit will commence on the employee’s start date and will include five consecutive business days of parking from their start date.

Daily Parking Rates (subsidized rates for consecutive daily parking)

| Permit | 1 Day | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Month |
|------------------|-------|------|------|------|------|------|------|------|------|------|-------|
| Day & Contractor | \$9 | \$14 | \$19 | \$24 | \$29 | \$34 | \$39 | \$44 | \$49 | \$54 | \$85 |

Staff & Faculty are eligible to purchase a 'B' or 'BA (Adjunct Only)' permit through their [MySCU Portal](#) via the (AIMS) tile.

See [prices](#) on annual, semi-annual, and quarterly permits. Please refer to our [FAQs for the AIMS Integration \(Faculty & Staff\)](#) page for more information.

Alternative Transit Incentives & Options

Faculty/staff who do not wish to purchase a long-term parking permit may purchase daily parking via the AMP Park mobile app or online at www.aimsmobilepay.com.

Sustainable benefits: Those who bicycle, carpool, or take the train to work may be eligible for transportation benefits. More sustainable benefit information can be found [here](#).

Parking & Transportation Services Location and Hours of Operations



500 El Camino Real
Santa Clara, California 95053

Hours: M-F, 8:00 a.m. - 5:00 p.m.

(408) 551-7080 |

transportation@scu.edu | [Parking & Transportation Services](#)

ACCESS Credential

The ACCESS Credential is Santa Clara University's official campus ID, library, gym, and debit card. To get started, please complete the [ACCESS Credential Agreement Form](#) in Work Day. When the ACCESS Office receives your form, they will respond with instructions and a secure link to submit your photo. They do not take pictures in the office, or accept emailed images.

When your picture is approved, please email the ACCESS Office (access@scu.edu). They can help determine if you will need a physical (card) or digital (mobile) credential based on your department location.

Department and building managers are responsible for setting up door access (as needed) for new hires. The ACCESS Office will encode your credentials with door access that your department has arranged for you.

ACCESS Office Location and Hours of Operations



Benson Memorial Center
500 El Camino Real
Santa Clara, California 95053

Hours: M-F, 8:00 a.m. - 5:00 p.m.

(408) 551-1647 | access@scu.edu



WORKDAY at SCU

This job aid covers the basics to get started using Workday and the features that will help you use the system. Using standard processes, you can view and edit your information. You initiate changes directly in the system and, when necessary, Workday sends the request for appropriate approval - all online, all in one place! As a new Santa Clara University employee, Workday is where you will complete your **New Hire** and **Onboarding** tasks, as well as enroll in your benefits (if eligible).

Quick reference guides, videos, job aids, and other resources are available to help users with Workday tasks. Training materials are categorized for each function in this section for help. [Here are some for your convenience.](#)

WORKDAY TERMS AND SYMBOLS

Worklets/Applications

Worklets are a starting place for you to view information and initiate tasks. Depending on your role, and responsibilities your Home LandingPage will include worklets specific to your needs.



Pay

Pay: allows you to view your pay. Use this application to access withholding elections and payment elections (direct deposit) and to view payslips, and tax documents. You can opt-out of receiving a paper copy of your W-2.



Benefits

Benefits: allows you to edit and view your benefits, including change benefits, beneficiaries, and dependents. View your benefit elections and current benefits cost.



Career

Career: allows you to view your career and apply for internal jobs.



Recruiting

Recruiting: for managers only. Used to create job requisitions.



SCU Document Links

SCU Document Links: has links to common HR employee documents.



Personal Information

Personal Information: allows you to edit and view your personal information, including changing your contact and personal information (addresses, email, phone numbers), emergency contacts, legal name and preferred first name.



Time

Time: allows you to edit and view your time, including entering your time and viewing your time off balance. Hourly employees will enter time using this application.



Absence

Absence: allows you to edit and view your time off (vacation/sick), including time off correction, leave of absence, view your time off, and time off balance.



Hiring

Hiring: for managers only. Used to hire new employees.